

**APPROVED AUGUST 10, 2020**

**COUNCIL ON AGING  
P.O. BOX 243, 36 Muddy Pond Road  
Sterling, MA 01564**

The Sterling Council on Aging Board meeting was called to order electronically by Zoom meeting on Thursday, July 9, 2020 at 5:33 pm and Liz Pape recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

**1. Open Meeting**

**2. Roll Call**

**PRESENT**

**ABSENT**

Sheila Battles (2021) Member  
Kevin Beaupre, (2022) Chair  
Nancy Castagna (2023) Member  
David Cosgrove, (2022) Treasurer, present at 6:30 pm  
Joe LaGrassa, (2021) Member  
Deb MacLennan (2021) Member  
Liz Pape (2023) Secretary  
Sue Protano, (2023) Member

Veronica Buckley, Director

**3. Review/Approve Minutes and Treasurer's Report**

Motion by Cosgrove, seconded by Battles to approve June 11, 2020 meeting's minutes.

- Passed unanimously of those voting. Pape abstained

Motion by Pape, Protano seconded, to approve Treasurer's Report.

- Passed unanimously of those voting. Pape abstained

**4. Building Committee Update**

Kevin Beaupre provided the Building Committee update regarding the construction of the van shed. The Building Committee met with the architect to review the architectural design for a building to store two vans, the electric vehicle and provide storage. Next step is for the committee to meet again, then put the specs out to bid.

**5. Public Session – none**

**6. Unfinished Business – none.**

**7. New Business**

a. Motion by Cosgrove, LaGrassa seconded to reorganize the board for FY2021, and nominate Kevin Beaupre, Chair, David Cosgrove, Treasurer, and Liz Pape, secretary.

- Passed unanimously of those voting. Pape abstained

b. Motion by Pape, Battles seconded to change the date of the August meeting to Monday, August 10 at 5:30 pm at the Sterling Senior Center.

- Passed unanimously of those voting. Pape abstained

**8. Director's Report**

Veronica Buckley gave the Director's Report which includes the Outreach and Volunteer Coordinator's Reports and all committee reports.

- The faulty piping system has been repaired and cost \$13,000. It required cutting through the floor, excavating the existing pipe, adding fill, and pitching the pipe from the toilets to the

- septic.
- A canopy over the patio will be installed at a cost of \$1200 for the period July through October.
- Generator maintenance has been done and the generator will now go on automatically.
- A kitchen volunteer tripped and fractured her kneecap last month. An Incident Report has been filed.
- Discussion on newsletter costs:
  - Currently mail 1700/month, of which 324 go to non-Sterling residents and email 115
  - Mailing costs \$0.52/copy. If formula grant is decreased, what are the options for the newsletter, which is funded through the formula grant? The following suggestions were made by board members:
    - Inform newsletter recipients of the financial situation and encourage them to get the newsletter by email. Follow up with phone calls and consider doing a gift card drawing option.
    - Switch non-Sterling residents to email option.
    - Switch all under-70 recipients to email version, after giving advance notice.
    - Go to a bi-monthly newsletter (every other month publication which includes info for 2 months).
- Discussion on volunteers:
  - Veronica doesn't want high-risk volunteers doing high-risk activities. Seeking suggestions for how to get younger volunteers and better screen them. The following suggestions were made by board members:
    - Use Facebook, especially Sterling Community, Sterling Source and Sterling Senior Center facebook page.
    - Use the newsletter and Sterling/Lancaster Cable TV
    - Contact the schools – high school kids need community service hours.
    - Put a notice in the Monday dinner bags and contact Pastor Robin.
    - Contact other town churches, especially Hope Chapel, which has been supportive of the Senior Center.
- The Meal Site Coordinator has been hired and starts Jul 16.
- Under Phase III reopening guidelines, the Senior Center currently needs to meet the requirements for offices. Once outdoor fitness classes start, will need to meet fitness club requirements, and then will need to meet gym requirements once fitness classes are held indoors.

Motion by LaGrassa, Protano seconded, to approve Director's Report.

- Passed unanimously of those voting. Pape abstained

**9. Next Meeting** – The next monthly COA Board meeting will be Thursday, August 10, 2020 at 5:30 pm at the Sterling Senior Center.

#### **10. Adjournment**

Motion by LaGrassa, Cosgrove seconded, to adjourn at 7:30 pm

- Passed unanimously of those voting. Pape abstained

Respectfully submitted,

Liz Pape

Secretary

Attachments –

Treasurer's Report

Director's Report

# Council on Aging Treasurer's Report FY2020

CoA Board Meeting, July 9, 2020

Reporting for Month ended June 30,2020

FY19 July 1, 2019-June 30, 2020

| Account #   | Description                     | Appropriated | Expended       | Balance      | Percent of Appropriated |
|-------------|---------------------------------|--------------|----------------|--------------|-------------------------|
| 01541-51200 | CoA Wages **                    | \$189,164.12 | \$183,909.63   | \$5,254.49   | 97.22%                  |
| 01541-53000 | CoA Home Care                   | \$400.00     | \$400.00       | \$0.00       | 100.00%                 |
| 01541-53001 | CoA Title VII Nutrition & WHEAT | \$3,600.00   | \$3,600.00     | \$0.00       | 100.00%                 |
| 01541-57000 | CoA Expense                     | \$15,050.00  | \$14,455.04    | \$594.96     | 96.05%                  |
| 01540-57000 | Sr Center Operations            | \$21,755.00  | \$21,163.11 *a | \$591.89     | 97.28%                  |
| 27002-57000 | COVID Related Expenditures      | \$0.00       | \$1,112.50 *d  | (\$1,112.50) | #DIV/0!                 |
| 27002-57000 | COVID Related Expenditures      | \$0.00       | \$467.51 *e    | (\$467.51)   | #DIV/0!                 |

## Other Accounts

| Account # | Description     | FY20 starting balance | Revenues *****<br>48400 | Expenses *****<br>57000 | Current Balance |
|-----------|-----------------|-----------------------|-------------------------|-------------------------|-----------------|
| 24000-    | Revolving funds | \$16,320.18           | \$34,122.15             | \$36,280.56             | \$14,161.77 *b  |
| 25003-    | CoA Donation/   | \$15,363.88           | \$4,669.00              | \$243.71                | \$19,789.17 *c  |
| 26011-    | Formula Grant   | \$0.00                | \$19,332.00             | \$19,332.00             | \$0.00 ***      |

| Account # | Description      | FY20 starting balance | Revenues *****<br>48000 | Expenses *****<br>57001 | Current Balance |
|-----------|------------------|-----------------------|-------------------------|-------------------------|-----------------|
| 24000-    | Sr. Center Usage | \$5,288.97            | \$3,515.00              | \$91.78                 | \$8,712.19      |

\*\* Appropriated amount for COA Wages represents base requested amount, adjusted by Merit and Longevity program plus redistribution of \$700 from Title VII Nutrition and \$1,000 from COA Expense.

\*\*\* Formula revenue received in January 2020.

\*a Net of Town Account 01540-57003 Contra-Expense \$1,250.00.

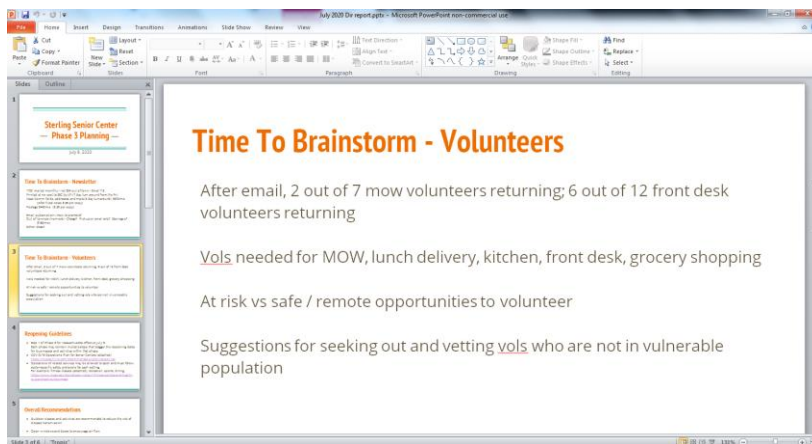
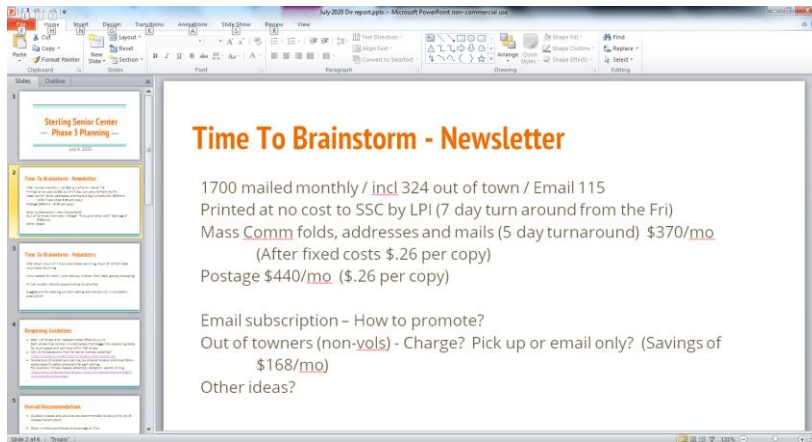
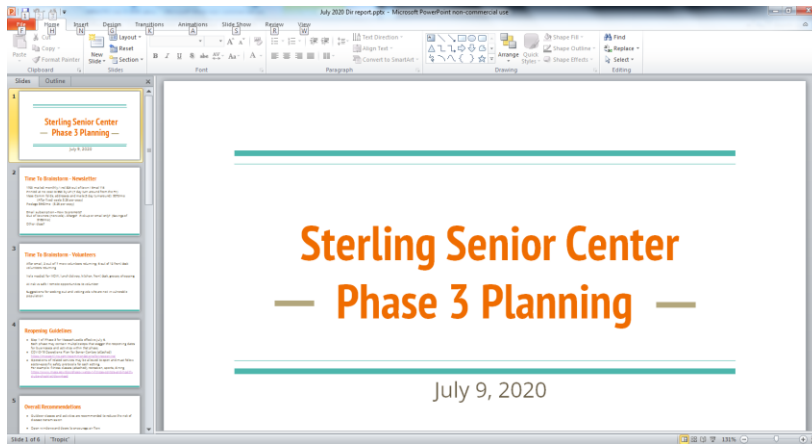
\*b Revolving. Fund Current Balance as a percent of beginning balance: 86.77%

\*c COA Donation/ Current Balance as a percent of beginning balance: 128.80%

\*d COVID-19 expenses due for reimbursement from FEMA.

\*e COVID-19 expenses due for reimbursement from CAREs Program.

\$88,858.24 Total non-Salary Expenses as recorded by Town as of month end.



**Reopening Guidelines**

- Step 1 of Phase 3 for Massachusetts effective July 6. Each phase may contain multiple steps that stagger the reopening dates for businesses and activities within that phase.
- COVID-19 Operations Plan for Senior Centers (attached) <https://mcoonline.com/recommendations-for-reopening/>
- Operations of related services may be allowed to open and must follow sector-specific safety protocols for each setting. For example: fitness classes (attached), recreation, sports, dining <https://www.mass.gov/doc/phase-iii-step-1-fitness-centers-and-health-clubs-checklist/download>

**Overall Recommendations**

- Outdoor classes and activities are recommended to reduce the risk of disease transmission
- Open windows and doors to encourage air flow
- Sector specific protocols / guidelines are minimal standards
- Accommodations for vulnerable populations are encouraged

**SSC Plans – Gradual opening to include . . .**

- Patio canopy
- Outside exercise: Tai Chi, Yoga, Pilates, [Pickleball](#)
- Support groups: Remote and in person support
- Elder Keep Well Clinic / BP Clinics / Foot Care
- Outreach, VSO, Shine, Computer: Remote and in person when required
- Congregate lunch: need discussion with EOE, MOC
- Activities with no shared equipment: bingo, open coloring, knit - crochet
- Indoor exercise: Going Steady Balance Class
- Programs running remotely may meet in person occasionally: painting, book club, ukulele club